



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

July 11, 2008

GENERAL LETTER NO. 23-B-7

ISSUED BY: Bureau of Purchasing, Payments, and Receipts,
Division of Fiscal Management

SUBJECT: Management Manual, Title 23, Chapter B, ***COLLECTIONS***, page 5,
revised.

Summary

This chapter is revised to reflect current procedures under the section
"Acknowledgement of Funds."

Effective Date

Immediately.

Material Superseded

Remove from Management Manual, Title 23, Chapter B, page 5, dated July 6, 2007,
and destroy it.

Additional Information

Refer questions about this general letter to your area income maintenance
administrator, service area manager, or your regional collections administrator.

Non-Child Support Funds

Forward non-child support payments that are received at a local office for the benefit of the Department, to the Department cashier's office with the yellow copy of the *Official Receipt*, form 470-0009, attached. The address is Room 14, Hoover State Office Building, Des Moines, Iowa 50319-0014.

Restrictively endorse all monies: "Pay to the order of Treasurer, State of Iowa, all prior endorsements guaranteed, State Department of Human Services, (name of local office)." These endorsements shall be made immediately by the person receiving the payment.

Acknowledgment of Funds

All collections sent from local offices to central office will be validated as follows:

- ◆ Date-stamp the yellow copy of the *Official Receipt*, form 470-0009, with the date received immediately upon receipt.
- ◆ Return the yellow copy to the issuing office within 30 days of issuance, unless extenuating circumstances exist.

To comply with federal regulations, the yellow receipt must be filed back into the receipt book with the pink copy retained for a period of five years beyond the date of the receipt.

In each local office, individual workers shall ensure that all of the monies collected and receipted by them are ultimately date-stamped as received by the Department's central office in Des Moines. Compare the validated receipt from the central office with the original receipt in the receipt book.